

PLANNING & RESEARCH ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform complex, highly responsible professional duties to support the Water Utilities Division of the Public Works Department's administrative systems, programs, and practices; to provide assistance to the division director; and to perform a variety of tasks related to the development, integration and implementation of long- and short-range plans to support the operations of the division.

Supervision Received and Exercised:

Receives general direction from the Water Utilities Administration Manager.

Exercises direct supervision over assigned staff.

Position Information:

The role of the WUD Planning and Research Analyst is to oversee the financial planning efforts of the Water Utilities Division. The WUD Planning and Research Analyst is responsible for overseeing the water and wastewater rate study and establishing rate adjustments. The Planning and Research Analyst works to facilitate team work and cooperation on all financial needs of the division to ensure fiscal responsibility as well as meet operational needs. The WUD Planning and Research Analyst manages complex assignments and receives only occasional instruction or assistance as new or unusual situations arise.

This classification works as a team within the division to carry out the strategic vision of the Deputy Director and Public Works Director.

Essential Functions:

Duties may include, but are not limited to, the following:

 Develop and coordinate long-range and short-range strategic, financial and technical planning efforts; present and articulate long- and short-range plans to City or other audiences as required; prepare, edit and publish long- and short-range planning documents to serve as a focus for division operations;

CITY OF TEMPE Planning & Research Analyst (continued)

- Consult with management to ensure consistency of plans with overall City departmental and division direction and needs; create and participate on interdepartmental task forces designed to solve specific problems;
- Research and study current literature on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department;
- Participate in the forecasting of additional funds needed for staffing, equipment, materials and supplies;
- Conduct water and wastewater rate analysis and rate studies; develop revenue forecasts, market analysis, and customer impact analysis; and plan, prepare and present water and wastewater rate recommendations;
- Oversee contract on utility rate study;
- Respond to water and wastewater rate surveys and inquiries from various agencies, consulting firms and individuals;
- Recommend and implement goals and objectives for special programs, projects and systems; initiate and participate in short- and long-term planning; establish schedules and methods for program operations; oversee the implementation of policies and procedures;
- Perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues;
- Prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare monthly, quarterly and annual reports;
- Prepare, administer and monitor the operating and capital improvement budgets; coordinate the budgeting process; maintain and monitor budget controls; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures;

CITY OF TEMPE

Planning & Research Analyst (continued)

- Prepare and assist others in the preparation of specifications for purchases;
 make recommendation for bid awards;
- Serve as primary contact for all purchasing functions; approve and monitor requisitions for payments and purchases in the department;
- Prepare and assist others in writing purchasing contracts;
- Research economic trends at national, regional, state and local levels;
- Perform related duties as required.

Minimum Qualifications:

Experience:

Three years of full-time, professional level experience in budget, finance, economics, management analysis or accounting work which should include at least two years of increasingly responsible budget and finance experience in government.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, statistics and research, accounting, management science, business administration or a related field. A Master's Degree is highly desirable.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities

- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

Competencies:

(Pending)

CITY OF TEMPE Planning & Research Analyst (continued)

Job Code: 352

Status: Exempt / Classified